

Letterhead

5305

Ser

Date

From: Commander, Naval Sea Systems Command

To: Name of Person Receiving Award

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD

Encl: (1) Certificate, Medal, and Lapel Bar

1. I am pleased to approve the Department of the Navy Superior Civilian Service Award in recognition of your significant contributions to requesting activity, the Naval Sea Systems Command, and the Department of the Navy.

2. Paragraph two must include a synopsis of why this person is receiving the award along with the time frame of the award.

3. Paragraph three is the job well done paragraph. Ex: Your performance on assignments of extraordinary challenge has been distinctly outstanding or Your enthusiastic, supportive, "can do" attitude ensured the success of this effort. End with: Please accept my sincere congratulations on a job well done! or Congratulations and thank you for a job well done!

Signature of Commanding Officer  
Rank and Service

NAME OF OFFICIAL SIGNING  
By direction

Copy to:  
Requesting Activity